

**INSTRUCTIONS ON HOW TO USE
FORM 10-563 ON THE REPORT OF MEDIATION**

MEDIATORS ARE RESPONSIBLE FOR THE FOLLOWING:

1. Bringing the form to all legal mediations and making sure that the form is filled out properly. That includes the following items.
 - **County**
 - **Judicial District**
 - **Case No. (JQ)**
 - **Name of the child**
 - **Name of the respondent(s)**
 - **Date of conclusion of the mediation**
 - **Signatures of all participants**
 - **Outcome of the mediation**
2. In reporting the outcome, the mediator will choose one of the following categories:
 - **Parties reached complete agreement** (Choose when there is complete agreement between the parties on all issues.)
 - **Parties reached a partial agreement** (Choose when there is partial agreement between the parties on all or some of the issues.)
 - **No agreement was reached** (Choose when there is no agreement between the parties on any of the issues.)
 - **Continued** (Choose when the mediation has been continued.)
 - **Reset** (Choose when the mediation has been reset/rescheduled.)
 - **Vacated** (Choose when the mediation has been canceled and will not be rescheduled.)
3. The mediator will provide the children's court attorney (CCA) with the completed form who shall file the report with the court and provide a copy to each party that attended the mediation.